



**MONTANA STATE EMPLOYERS COUNCIL  
STATEWIDE BUSINESS MEETING  
MINUTES**

**Monday – April 14, 2008  
2:30 p.m. – 5:00 p.m.  
Holiday Inn – Great Falls, MT**

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**MSEC Members Present:** Cal Boyle, Karen Dellwo, Sylvia Murray, Betty Stone, Gary Willis, and Chris Wilhelm

**JSEC Voting Members Present for Election of Officers:** Heather Pederson, Billings; Becky Brough, Bitterroot; Linda Lowney, Butte; Shannon Brittenham, Flathead; MaryAnn Vester, Glendive; Sylvia Murray, Havre; Carolyn DeYoung, Helena; Wanda Williams, Missoula; Paula Weaver, Polson; and Cal Boyle, Tri-County.

**Other Attendees:** Kathleen Cannon-Siegle, Shirley Cortright, Lonnie Cross, Jacklyn Damm, Deborah Derrick Gass, Roberta Diegel, Janis Duffy, Patti Furniss, Laura Gardner, Sandy Hamlin, Darla Handran, Carol Lamey, Kari Martel, Mora McCarthy, Terry Mitton, Bill Nelson, Marilyn Ohman, Carol Rule, LynnDee Schmidt, Vernetta Torgerson, Michelle Vincent, Johnette Watkins, and Gary Warren.

**Recorder:** Chris Wilhelm

- I. CALL TO ORDER** – Chairman Cal Boyle called the meeting to order and welcomed everyone.
  - A. Approval of Agenda – The agenda was approved as presented.
  - B. Approval of Minutes – **Action:** Gary Willis moved to approve the minutes as presented; Wanda Williams seconded the motion, which carried unanimously.

It was requested MSEC minutes be distributed to MSEC members for approval within 30 days of the MSEC meeting. Approval could be via email. All JSECs and Job Service Local Office Management should then be sent the approved minutes. The MSEC agreed.
  - C. Correspondence – Loren Robinson, Loraine Zainzou, Finale, Kim, and Douglas, Jobs for Montana's Graduates participants, sent thank you cards for the MSEC donations which helped them attend the national Jobs for America's Graduates conference in Washington, DC.
- II. REPORTS AND UPDATES**
  - A. Workforce Services Division Updates – Gary Warren, Job Service Operations Bureau Chief, provided an overview of the Job Service reorganization to achieve a regional approach. The intent is to provide better service and work better with individual

communities. He requested JSEC members and other community members provide recommendations to the Job Service Offices regarding how services can be improved.

Mr Warren addressed a rumor of intent to do away with JSECs, which stemmed from the recommendation to have each JSEC incorporate with the State of Montana and seek tax-exempt status from the IRS. He stated the rumor was not true. Job Service employees and JSEC members have been in a potentially liable situation. Many JSEC checking accounts were registered under a JSEC member's or Job Service JSEC Coordinator's name. This places the account holder in a potential liable situation. In the unfortunate event a JSEC had legal action brought against them, not only could the JSEC be sued, but the individual officers and members could as well. Mr. Warren's recommendation to the MSEC that individual JSECs incorporate and seek tax-exempt status would allow them to be designated as a non-profit organization. This would set them up to benefit by many opportunities such as the ability to apply for grants, and the ability for individuals and organizations who donate to the JSEC to receive tax exemptions. Incorporation would also protect JSEC officers and members from potential law suits. He stated Job Service offices would help facilitate these two task, and his desire for continued relationships with JSECs throughout the state.

Mr. Warren advised members that Job Service offices were going to be seeing financial cuts of 1.5% – 3%. Any cuts in staffing will be addressed via attrition. He assured members the Job Service offices will continue to provide services.

A question was asked regarding a rumor that Job Services will not continue to have Business Resource Consultants. Mr. Warren advised the Job Service staff had recently gone through a position description conversion. This conversion involved combining position descriptions for Employment Specialist, Business Resource Consultant, and Program staff into one. For the purposes of the collective bargaining group and Human Resources, all staff's job profiles will be the same. Staff are currently working hard on training modules which will allow them to diversify. Staff will have individual task assignments within their office, allowing them to continue to specialize. The conversion is an on-going process. All staff have been converted to the new position description, which made all staff, except management, the same pay grade. Strategic planning groups have been brought together for Employment Specialist and Business Resource Consultant staff. The Program staff's strategic planning group is about to begin meeting. The purpose of the strategic planning groups is to assess what services are provided by each type of staff, how those services are being provided, what services should be provided that are not, and how those services should be provided.

It was asked what the process will be for JSECs to provide feedback to Job Services. Mr. Warren responded that recommendations discussed at JSEC meetings should be contained within their minutes. Job Service Operations Bureau receives copies of JSEC minutes. Recommendations can also be presented by a JSEC to the MSEC and brought to the Department's attention. He felt that by keeping the process informal, it would be easier to make recommendations.

- B. Treasurer's Report – Sylvia Murray reported CD interest earned \$36.16, savings account interest earned \$0.11, and proceeds from mug sales \$30.00; 1 check written to the Montana Secretary of State for the incorporation annual filing fee \$15.00; total account balance of \$10,073.51.

**Action:** Karen Dellwo moved to accept the treasurer's report as presented; Gary Willis seconded the motion, which carried unanimously.

It was requested an annual financial report be provided at the annual meeting. Reports given at other MSEC meetings can represent activity since the last reporting period. The MSEC agreed.

- C. MSEC Scholarship – Chris Wilhelm provided a status report on the MSEC scholarship. Some confusion existed due to Chris' recent acquisition of the role as MSEC Coordinator, and the shift in the annual conference date. She clarified the deadline for scholarship nominations will be May 9, 2008. Copies of the nominations will be distributed to MSEC members to score. Scores will be compiled either by Chris or via conference call. The award recipient will then be announced and the information disseminated. It was clarified nominees could have a high school degree or GED, be non-traditional students, and of any age. The criteria will be clarified on next year's forms.

### **III. OLD BUSINESS –**

- A. MSEC Award Process – Ms. Wilhelm reminded members the MSEC suggested each JSEC identify a volunteer to act as the Award Coordinator at their January 30<sup>th</sup> meeting. The volunteer should be someone who was not the JSEC Coordinator or JSEC Chair if possible. The intent was to address comments raised by JSEC Coordinators and Chairs who were not comfortable passing on the award information; their positions were award categories and disseminating this information felt self-serving. It was also hoped to increase the number of nominations received for each category. Approximately half of the JSECs responded with a volunteer. JSECs who did not respond had award information conveyed through their JSEC Chairs and Coordinators. This year, 2 nominations were received for Outstanding JSEC Committee, 2 for Outstanding JSEC Chair, 4 for Outstanding JSEC Coordinator, 3 for Outstanding JSWC Management Person, and 1 for Spark Plug.
- B. Revised By-Laws – Members were provided copies of the MSEC by-laws as revised at the January 30<sup>th</sup> meeting. Ms. Wilhelm pointed out section 5A.2, which requires all JSECs to obtain Federal Employer Identification Numbers, 501(c)(3) tax exempt status, and file annual reports with the State and IRS.

### **IV. NEW BUSINESS -**

- A. JSEC Incorporation & Tax Exempt Status – Chris Wilhelm provided a PowerPoint presentation outlining the MSECs research and decision-making process in relation to their request for JSECs to incorporate and achieve tax-exempt status. The presentation included hard copies of the current forms required by the Montana Secretary of State

(SOS) for incorporation, and the IRS for 501(c)(3) tax-exempt status. Ms. Wilhelm demonstrated a “tool box” prepared for JSECs which was contained on a CD. The CD contained the PowerPoint she presented, a quick reference sheet with hyperlinks to applicable web sites, the current SOS Articles of Incorporation form, examples of language provided by the SOS which is required for by-laws if applicants will be seeking tax-exempt status, IRS Form 1023 Tax Exemption Application, and a by-law boilerplate. JSECs were asked to achieve incorporation and tax-exempt status within one year. Although there are no repercussions by the MSEC for not meeting these requirements, it is in the best interest of the JSECs and their individual members to do so. It was reiterated that events which raise money pose liable situations, which incorporation can protect organizations and their members from. Tax-exempt status allows organizations to receive larger donations and allow donors to receive tax exemptions for those donations. Copies of the “tool box” can be obtained by contacting Chris Wilhelm at [ChrisWilhelm@mt.gov](mailto:ChrisWilhelm@mt.gov) or 406-444-3351.

- B. Drawing for “coupon” to attend next year’s conference – Chris received a suggestion the MSEC have a scholarship that small businesses could apply for so they could attend the annual conference and meeting. It was also suggested the MSEC draw one name from a current list of JSEC members to receive their registration fee for next year’s conference be paid by the MSEC. The MSEC will work out the details and put both ideas in place.
- C. Executive Board Election – JSEC Coordinators and Chairs statewide were emailed a request for Executive Board Officer Nominations. MSEC members currently serving were asked if they wished to continue serving. No responses were received via email except for the current officers expressing their desire to continue. Chairman Boyle asked if there were any nominations or people interested in serving. Receiving no response, he asked for a motion.

**Action:** Gary Willis moved to re-elect the current officers; Paula Weaver seconded the motion, which carried unanimously.

- D. Board Terms – A question was raised as to the continuity of the Board when the officers’ terms were only one year. Three options were discussed:
- Option A Changing the term of each office from one year to two years;
  - Option B Changing the term of each office from one year to three years; and
  - Option C Leave the term of office at one year and enact a mandatory succession plan.

**Action:** Gary Willis moved to accept Option A; Wanda Williams seconded the motion, which carried unanimously.

- E. 2009 Calendar – The 2009 conference was tentatively scheduled for April in Helena. Due to 2009 being a legislative year, the date needs to be moved. JSECs were asked to email Chris Wilhelm at [ChrisWilhelm@mt.gov](mailto:ChrisWilhelm@mt.gov) by May 30<sup>th</sup> with any recurring events their JSEC holds such as job fairs, and large community events such as graduations. Chris will compile all dates provided onto one calendar and provide it to the MSEC. The MSEC will select a date with the least impact. Chris will then contact facilities, starting in

Helena and moving to other communities only if needed, based on availability. Different times of year, and alternating dates for legislative and non-legislative years were discussed.

The 2010 conference was scheduled for April in Billings. If the date shift of the 2009 conference is logical, then 2010 will use the same date. Billings JSEC members and Job Service Workforce Center staff will be advised as soon as a date is identified.

- F. Possible Sites for 2011 Joint Meeting – JSECs were asked if they would like to pitch their communities for future conference locations, starting with the 2011 conference. JSECs could pitch their communities one to two years prior to the conference at the statewide meeting.

**V. OTHER BUSINESS –**

- A. MSEC Agenda – It was requested MSEC agendas be distributed to JSECs prior to the statewide meeting.
- B. MSEC Minutes – It was requested MSEC minutes be distributed to the MSEC for their review within 30 days of the meeting. The MSEC will approve the minutes via email. They will then be distributed to JSECs.
- C. JSEC Minutes – It was requested all JSEC minutes be distributed to all JSEC coordinators by the MSEC coordinator. This way all JSECs know what is happening throughout the state.
- D. Financial Report – It was requested the MSEC provide an annual financial report at the statewide meeting. At other MSEC meetings, the financial report can continue to reflect activity since the previous meeting.
- E. MSEC Handbook – It was requested the MSEC Coordinator should have a handbook reflecting the duties due to the frequent change in personnel.
- F. Nomination Process – Concerns were raised regarding the nomination process. The MSEC will develop a formal process.
- G. Regional Map – Ms. Wilhelm will post the regional map on the MSEC website. The map reflects the revised regional alignment the MSEC adopted, which mirrors the regional approach the Job Service Workforce Centers utilize.